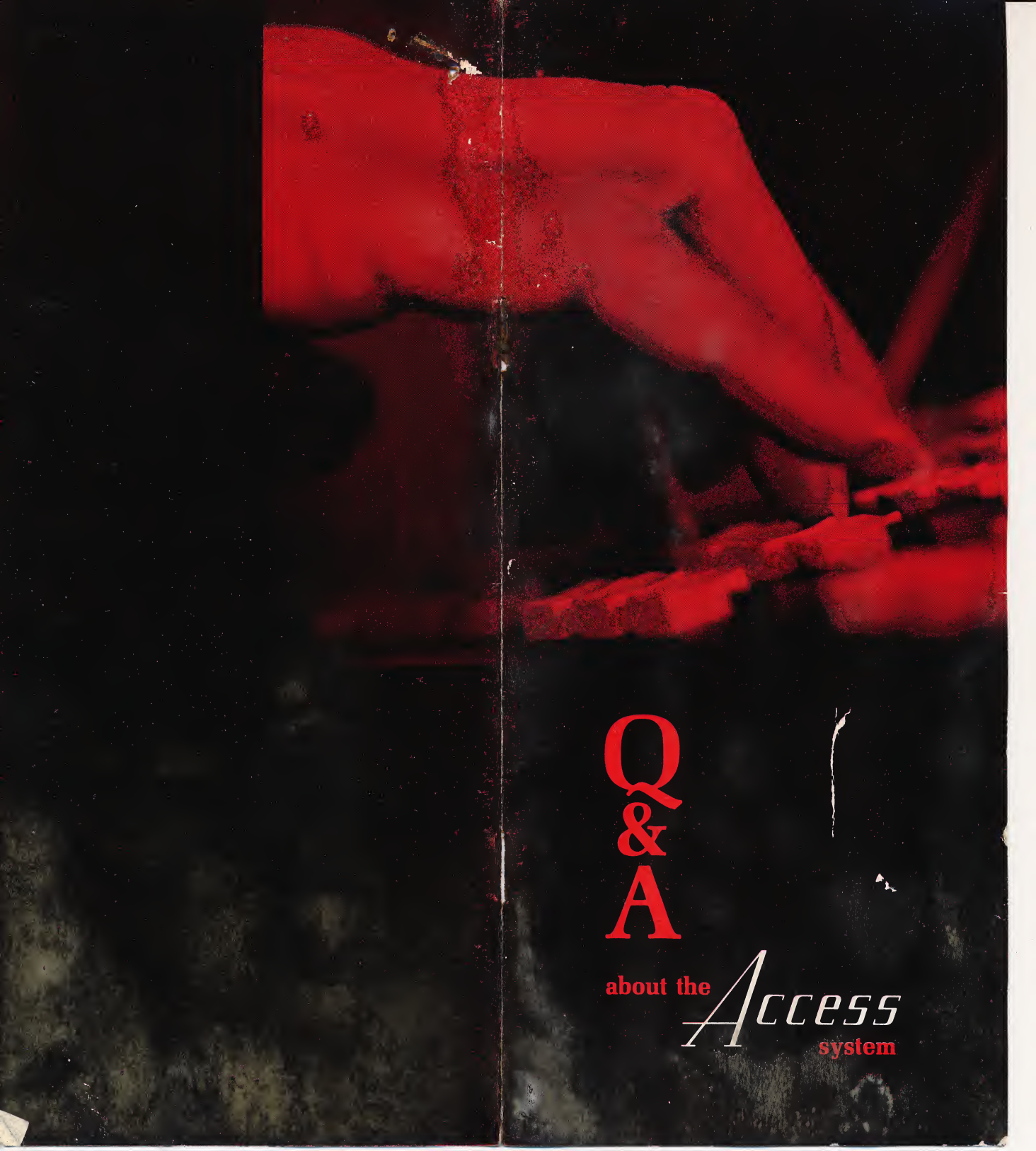




Q
&
A

about the *Access*
system

Q If an ACCESS card is *damaged*, will I lose it?

A No. The ACCESS System is *fail-safe*. This means that despite damage to a code area, you can still retrieve the card you want.

Q How about *service*?

A No problem. ACCESS units are rugged electro-mechanical devices that require minimal maintenance. If one of your selector modules should break down, you simply transfer the records to the remaining selectors and continue operations until the serviceman arrives.

Q Will the ACCESS System *replace computers*?

A No. The ACCESS System is not a substitute for computers or other data processing equipment. Rather, it makes them more productive by providing high-speed retrieval of man-readable working records. It is intended for data management assignments that your computer is not designed to handle as efficiently or economically.

QUESTIONS and ANSWERS

about the *Access*
system

Q What is the ACCESS System?

A The ACCESS System is a radically new, low-cost system for the rapid selection of randomly stored records.

Q How fast is the ACCESS System?

A The record or group of records you want is in your hands in less than one second after code entry.

Q What is meant by *random storage*?

A Records in an ACCESS System do not have to be kept in any particular sequence. You don't have to worry about maintaining them in alphabetic or numeric order.

Q What is the practical advantage of a random system?

A Time lost searching for misfiled records is eliminated. Time spent finding records is greatly reduced. Time required for refiling is minimized. Control, convenience, even morale, are enhanced. The information in your file becomes more valuable because it is more accessible.

Q An ACCESS card can't be misfiled?

A No. The random feature of the ACCESS System means there is no such thing as misfiling. The record you want will be selected in one second regardless of where you last filed it.

Q What special skills are needed to operate the ACCESS System?

A None. Everyone in your office, from clerk to chairman-of-the-board, can learn how to operate the ACCESS System in minutes.

Q Surely such a fast random system is expensive?

A You simply plug in more selector units, or add trays, or both. You don't have to pay for surplus capacity today in order to provide a reserve for tomorrow.

Q How large a file can the ACCESS System handle?

A Most applications are in the range of 1,000 to 50,000 records. The degree to which larger collections can be automated depends on special factors such as file activity, segmentation, use patterns, and the like.

Q How about card sizes?

A ACCESS Systems are available for tabulating cards ($7\frac{3}{8} \times 3\frac{1}{4}$) as well as 8×5 , 9×6 , and $8\frac{1}{2} \times 11$. A 6×4 format can be ordered for sheet microfilm (microfiches).

Q Can I intermix different card sizes in the same selector?

A No. However, you can operate selectors for different formats from the same console.

Q Do I have to memorize a lot of codes?

A No. Instead of the ACCESS general purpose console, you can specify a custom console. Its special, 75-key keyboard can be labeled with words or symbols representing the records in your particular file. The custom console thus serves as an index to the information stored and relieves you from having to remember codes or use a codebook.

Q How many selectors do I need?

A Enough to house the active portion of your file, or the largest segment that you plan to process at one time. The rest of your records can be housed in ACCESS trays that are brought to selector units at the time you actually use them.

Q What is the capacity of an ACCESS selector?

A Unlimited. Any number of ACCESS trays can be used in succession with a single selector. The capacity of a tray is as many as 1700 records.

Q What happens when my file grows larger?

A Not at all. A basic ACCESS System is in the same price range as a quality desk calculator. If leased, your monthly rental is as little as one-quarter of a clerk's salary.

Q Can small companies use the ACCESS System?

A Absolutely. Organizations with as few as five employees can increase productivity and reduce costs with an ACCESS installation.

Q How about large companies?

A Large organizations benefit just as much, since their very size makes them dependent on the efficient and timely use of records for decision-making. The only difference is that large companies need more ACCESS units than small companies.

Q What types of records will the ACCESS System handle?

A Any kind of record that can be put on an ACCESS card. These include ledger cards, credit files, personnel records, loan accounts, engineering drawings (aperture cards), abstracts, microfilm jackets, graphs, vouchers, receipts, repair tickets, invoices, stock cards, requisitions, technical data, student records, donor cards, and many more.

Q Is the *ACCESS* System compatible with other data processing media?

A Yes. *ACCESS* cards can accept 8-channel marginally punched codes, 80-column codes, magnetic stripes, stencils, embossed plates, spirit masters, and other man-readable and machine-readable information. *ACCESS* cards can be used in typewriters, posting and bookkeeping machines, data processing equipment, and other standard office machines.

Q Where should *ACCESS* units be located?

A In the department or at the work station where the records are actually being used and where decisions based on the records are made.

Q Is the *ACCESS* System better for centralized or decentralized files?

A It is suited for both. Some *ACCESS* applications function best at the point where records are maintained. Others can better be tied in with a central file or data processing facility.

Q What are the components of the *ACCESS* System?

A There are four: (1) the console, which provides input and control through an electric keyboard, (2) one or more selector modules (as many as needed), (3) a coder, and (4) *ACCESS* cards.

Q Are the *ACCESS* components complicated to install?

A No. You simply plug them in. No special temperature regulation or humidity control is necessary. An ordinary electrical outlet is all you need.

Q What about coding capacity?

A Ample. You can code ledger cards, for example, by customer number, customer name, customer location, credit rating, type of account, and other characteristics. You can select a particular account by any of these multiple access points.

Q Can I cross-correlate with the *ACCESS* System?

A Yes. You can search a personnel file, for example, for all male employees with a high school education or better who have at least five year's seniority and who have had sales experience—in one second.